



# COLLEGE OF BIOMEDICAL EQUIPMENT TECHNOLOGY

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## COLLEGE OF BIOMEDICAL EQUIPMENT TECHNOLOGY

### MISSION STATEMENT

The College of Biomedical Equipment Technology's (CBET) mission is to provide Healthcare Technology Management (HTM) education, training, and career services consistent with the evolving needs of employers in the healthcare industry.

### ABOUT US

CBET provides Biomedical Equipment Technician (BMET) training at the certificate and associates degree levels. Theoretical instruction is offered via online interactive distance learning. Students enrolled in the Associate of Applied Science Degree in Biomedical Equipment Technology (AAS-BMET) program also participate in an onsite externship. Our training system provides interactive instruction through our Canvas Learning Management System and includes online meetings via Zoom® Video Conferencing and onsite applied learning during the AAS-BMET externship.

CBET also provides professional skills seminars, including CompTIA A+ and CompTIA Network+ test preparation courses that complement the AAS-BMET and BMET certificate programs.

### ACCREDITATION/LICENSURE

College of Biomedical Equipment Technology is Accredited by the Accrediting Council for Continuing Education & Training (ACCET). CBET and its programs are also Approved and Regulated by the Texas Higher Education Coordinating Board (THECB), and Texas Workforce Commission (TWC), Career Colleges and Colleges. Our TWC assigned school number is 3817.

### HISTORY

College of Biomedical Equipment Technology (CBET), formerly known as Career Institute of Technology was founded in 2010 with the primary purpose of serving students, industry, and the community. CBET is owned by HTM Global, LLC.

### DESCRIPTION OF THE FACILITY AND EQUIPMENT

CBET's main campus and corporate office houses the executive management team and support staff.

### GOVERNING BOARD

Mr. Bill Bassuk, MBA, CEO  
Mr. Richard L. "Monty" Gonzales, MA, School Director  
Mr. Scott Mcknight, MSM, Director of Education  
Mr. Robert Busacca, BS, Chief Operations Officer

## ADMINISTRATIVE TEAM

Mr. Matt Bassuk, MBA, Director of Learning Technology  
Mrs. Lisa Gonzales, AAS, Human Resources  
Mr. Jim Gomez, MA, College Representative  
Mrs. Julissa Garibay, Student Outreach Coordinator and Office Manager  
Mrs. Sandy Bassuk, BSN, Director of Marketing  
Mr. John Schmidt, Deputy Director of Education  
Mrs. Rebecca Busacca, BS, Chief Strategist

## FACULTY

Mrs. Anntonette Gillins, BS, Senior HTM & BMET Instructor	<a href="mailto:agillins@cbet.edu">agillins@cbet.edu</a>
Mr. Mike Uresti, BS, HTM & BMET Instructor	<a href="mailto:muresti@cbet.edu">muresti@cbet.edu</a>
Mr. John Schmidt, AAS, Networking & IT Instructor	<a href="mailto:jschmidt@cbet.edu">jschmidt@cbet.edu</a>
Ms. Frauke Steinmeier M.Ed., English Instructor	<a href="mailto:fsteinmeier@cbet.edu">fsteinmeier@cbet.edu</a>
Mr. Brent Isham, BS, Math and Electronic Instructor	<a href="mailto:bisham@cbet.edu">bisham@cbet.edu</a>
Mrs. Guadalupe McKnight, MS, A&P and Medical Terminology	<a href="mailto:gmcknight@cbet.edu">gmcknight@cbet.edu</a>
Mr. Richard L. "Monty" Gonzales, MA, History Instructor	<a href="mailto:rgonzales@cbet.edu">rgonzales@cbet.edu</a>
Mr. Brian Clarke, MS, Professional Development Instructor	<a href="mailto:bclarke@cbet.edu">bclarke@cbet.edu</a>
Mr. Bob McGhin, Ph.D. Infection Control Instructor	<a href="mailto:bmcghin@cbet.edu">bmcghin@cbet.edu</a>
Mr. Christian Bond, BS, BMET Instructor	<a href="mailto:cbond@cbet.edu">cbond@cbet.edu</a>
Mr. Manuel Ortega, BS, BMET Instructor	<a href="mailto:mortega@cbet.edu">mortega@cbet.edu</a>
Mr. Zach Nelson, BS, BMET Instructor	<a href="mailto:znelson@cbet.edu">znelson@cbet.edu</a>

## ADVISORY BOARD

Mr. Larry Nguyen, CEO, Summit Imagery  
Courtney Nanny, National Compliance Manager, CHI National  
Jeffrey Smoot, DCOMp Sci, Technology Career Institute  
Cherie Brzozowski, COO, Citizens Medical Center  
Donna Rice, PhD, Professor Northcentral University  
Rob Bundick, Director HTM and Biomedical Engineering, ProHealth Care

## INSTITUTIONAL MEMBERSHIPS AND AFFILIATIONS

Association for the Advancement of Medical Instrumentation (AAMI)  
North Texas Biomedical Association (NTBA)  
Career Schools & Colleges of Texas (CSCT)  
New Braunfels Chamber of Commerce  
Alamo Workforce Board  
Texas Veterans Commission  
Texas Workforce Board  
Texas Workforce Commission (TWC)  
Texas Higher Education Coordinating Board (THECB)  
Wellness for Warriors  
CyberTexas



## **COLLEGE ARTICULATION AND ACADEMIC PARTNERS**

Southeastern Community College Iowa (SCC)  
Charter College  
Ft. Hays State University  
University of Colorado, Colorado Springs  
Workforce Outcomes  
RTG & Associates

## **HOURS OF OPERATION (by appointment)**

Monday – Friday 9:00 am – 5:00 pm

## **EMERGENCY CLOSINGS**

In the event severe weather conditions, such as hurricanes, ice storms, or other acts of nature, create hazardous conditions and extended power outages, administrators may find it necessary to close the college. In this case, students and faculty are advised to listen to local area radio and television stations for announcements and updates. During emergencies, unexpected closings, or College holidays, an emergency number will be posted on the outside door.

## **HOLIDAYS**

Martin Luther King, Jr. Day  
President's Day  
Columbus Day  
Spring Break  
Good Friday  
Memorial Day  
Independence Day  
Veteran's Day  
Labor Day  
Thanksgiving – Thanksgiving Day and the day after  
Christmas Break- Christmas Eve through New Year's Day

## **CLASS START DATES**

Training schedules are posted on the website for the current year. New session schedules may become available depending on enrollment requests. For a complete list of program/course start dates visit the website at <https://cbet.edu> *Note: Course availability varies. Courses require four (4) or more students to start.*

Corporate clients seeking customized corporate training schedules should contact the School Director. Note training schedules posted on the website may change based on enrollment requirements.

## ADMISSIONS AND ENROLLMENT

### ADMISSIONS REQUIREMENTS

Admission Requirements for the Biomedical Equipment Technician Certificate Program:

1. Be at least 18 years of age.
2. Provide a high school diploma or GED.
3. Complete an interview with a College representative.
4. Complete the Enrollment Application and pay the \$100.00 application fee.
5. Provide a photo ID (driver's license, military ID, or government-issued ID)
6. Complete the Enrollment Agreement.
7. Obtain a passing score of 14 on the Wonderlic Exam (a national standardized exam recognized by the U.S. Department of Education, unless a record of successful post-secondary education exists). \*

Admission Requirements for the Associate of Applied Science Degree in Biomedical Equipment Technology – IDL (AAS-BMET) Degree Program:

1. Be at least 18 years of age.
2. Provide a High College diploma or GED.
3. Complete an interview with a College representative.
4. Complete the Enrollment Application and pay the \$100.00 application fee.
5. Provide a photo ID (driver's license, military ID, or government-issued ID)
6. Complete the Enrollment Agreement.
7. Obtain a passing score of 14 on the Wonderlic Exam, a national standardized exam recognized by the U.S. Department of Education, unless a record of successful post-secondary education exists. \*

Admission Requirements for CompTIA A+ or CompTIA Network+ Seminars:

1. Be at least 18 years of age. Parental permission is required if under age 18.
2. Provide a photo ID (driver's license, military ID, or government-issued ID)
3. Complete the Enrollment Agreement.

### ENTRANCE EXAM REQUIREMENTS FOR THE AAS-BMET DEGREE PROGRAM

\*All applicants to the Associate of Applied Science Degree in Biomedical Equipment Technology program must obtain a passing score of 14 on the Wonderlic Exam, a national standardized exam recognized by the U.S. Department of Education. If an applicant does not pass the entrance examination, they may schedule a retake the next day. If the applicant does not pass the exam after the second attempt, they must wait one calendar year before reapplying.

### LICENSING AND CERTIFICATION

Students and graduates may be eligible to sit for various exams and certifications following completion of their program of study. Program completion does not guarantee eligibility or a passing score on any certification, licensure, or registration examination, nor does it guarantee employment.

The College does not promise, guarantee, or imply that graduation from its programs will satisfy specific association or industry registration requirements and guarantee students will pass any outside examinations. The College provides credentialing necessary to fulfill the employer education requirements of BMET professionals and prepares graduates to obtain entry-level employment in the biomedical equipment and technology field.

To become certified, biomedical equipment technicians must accrue work experience and pass a 150-question exam administered by the Association for the Advancement of Medical Instrumentation (AAMI). It is important to note that new graduates are not eligible to sit for the certification exams without first accruing a minimum of two years' work experience.

The following private associations offer industry certifications to graduates of Biomedical Equipment Technician Certificate programs and the AAS-BMET programs:

- Association of Advanced Medical Instrumentation (AAMI)\*
  - Certified Biomedical Equipment Technician (CBET)
  - Certified Radiology Equipment Specialist (CRES)
  - Certified Healthcare Technology Manager (CHTM)

**\* AAMI REGARDING CERTIFICATION ELIGIBILITY**

Candidate Eligibility - Full Certification Certified Biomedical Equipment Technician Applicants must meet ONE of the following minimum eligibility requirements as of the application deadline:

1. Associate degree in biomedical equipment technology program and two years' full-time BMET work experience; OR
2. Completion of a U.S. military biomedical equipment technology program and two years' full-time BMET work experience; OR
3. Associate degree in electronics technology and three years' full-time BMET work experience; OR
4. Four years' full-time BMET work experience.

Candidate Status - Applicants desiring full certification, but not meeting eligibility requirements (as listed above), may apply for candidate status. Successful candidates are given five years to meet eligibility requirements for full certification. To test as a candidate for any of the certifications, an applicant must meet ONE of the following minimum eligibility requirements as of the application deadline:

1. Associate degree in biomedical equipment technology program; OR
2. Completion of a U.S. military biomedical equipment technology program; OR
3. Associate degree in electronics technology and one-year full-time BMET work experience; or
4. Two years of full-time BMET work experience.

**SEMINARS**

CBET also offers CompTIA A+ and Network+ certification test preparation seminars. Upon successful completion of these seminars, students may sit for the CompTIA Certification Exams.



## ADMISSIONS PROCESS

- Step 1 – Download and complete the Student Enrollment Application and e-mail the digitally signed form to an admissions representative at [admissiondept@cbet.edu](mailto:admissiondept@cbet.edu).
  - Pay the Enrollment Application Fee
  - Review the Catalog and Sign Policy Acknowledgement Form CSC-005
  - Review and sign Record of Previous Education and Training CSC-010
- Step 2 – Request access to complete the pre-admission entrance questionnaire and examinations. An admissions representative will establish an account, and you will receive a link to participate in the admission exam as required by the admissions officer.
- Step 3 – Provide the following documents:
  - High school diploma, GED, or college transcripts
  - Record of Previous Education and Training (if applicable)
  - Receipt of Enrollment Policy for the Certificate program OR Receipt of Enrollment Policy for the Associate Degree (not required for seminar courses)
  - Copy of a Photo ID (driver's license, military ID, or government-issued ID)
- Step 4 – Participate in pre-enrollment counseling to discuss academic and professional goals. A College representative will interview each applicant before enrollment via phone, video conferencing, or in person. During this interview, a CBET representative will explain the policies and procedures of the College, all aspects of the training program(s), and answer questions about the program(s). Following the interview, the applicant will be notified if their application was approved. Approved applicants will be given the authorization to complete the Enrollment Agreement and to discuss financial arrangements with Financial Assistance personnel.
- Step 5 – Complete the Wonderlic Exam (if applicable)
- Step 6 – Sign and submit the Enrollment Agreement, pay, and submit a TFC installment contract, if applicable.

Students that encounter technical difficulties or require additional support may contact an admissions representative by phone at either 210.233.1102 or toll-free at 866.866.9027.

## BACKGROUND CHECKS AND DRUG TESTING

Employers may require a criminal background check and a drug test before a student can be placed into an externship, employment, or before taking professional certification examinations. Students may be denied certification or registration based on criminal history or drug use, even if the examination is taken and successfully completed. Completion of the College's programs and externship is not guaranteed for students with criminal backgrounds or failed drug tests. Employers may also deny employment to a graduate with a criminal history before, during, or after enrollment at the College.

## STATE OF CALIFORNIA DISCLOSURES

CBET is an Out-of-State Institution with the Bureau for Private Postsecondary Education, pursuant to California Education Code, Section 94801.5. As a CBET student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## ADMISSIONS PROCEDURES FOR STUDENTS WITH DISABILITIES OR SPECIAL NEEDS

Per the Americans with Disabilities Act (ADA), the College has made appropriate accommodations such as designated parking facilities, ramped entrances, and accessible water fountains and restrooms. Pursuant to the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504), the College provides equal opportunity for qualified persons with disabilities. As appropriate, the College will make reasonable accommodations to offer persons with disabilities the opportunity to participate fully in its programs, activities, and services. A reasonable accommodation is defined as an adjustment that allows a student with a disability to participate fully in the College educational experience.

It is the responsibility of the student to inform the College of any disability or special needs that might affect the student's academic progress and require a reasonable accommodation. All requests for accommodation must be made in writing to the Director of Education. Approval and preparation of accommodations may delay entry into the program.

## CREDIT FOR PREVIOUS EDUCATION & TRAINING

CBET may grant credit for completion of certain courses taken at other post-secondary institutions accredited by an agency recognized by either the US Department of Education or the Council for Higher Education Accreditation. To qualify, applicants must complete the Application for Credit for Previous Education (CPE) and provide an official transcript. The maximum number of course/credit hours that can be accepted can be no more than 50% of the program credit hours. The tuition would be calculated based on the percentage of the credit hours granted; for example, if 30% of credit accepted, the tuition would be 70% of the program tuition.

Transfer Credit may also be given for military courses, the College-Level Examination Program (CLEP), Defense Activity for Non-Traditional Educational Support (DANTES) Subject Standardized Testing (DSST), and programs recognized by the American Council on Education's (ACE) Center for Adult Learning and Education Credentials programs. These are noted in the following ACE publications: 1) National Guide to Educational Credit for Training Programs, and 2) Guide to the Evaluation of Education Experiences in the Armed Services.

Academic credit that is awarded through one of these methods is not calculated in the student's cumulative grade point average (CGPA) but is factored into the determination of the maximum time in which a program must be completed, as published in the section entitled Satisfactory Academic Progress. Any such courses which are accepted for transfer will be included in the credits attempted and the credits earned. Transfer credits are not included when calculating the CGPA.

Criteria for acceptance for transfer of credit are as follows:

- The courses for transfer are similar in objectives and content to those offered by CBET.
- The courses for transfer can be applied to graduation requirements.
- The letter grade (or equivalent) in the course for transfer is a “C” or better (provided the “C” grade is defined as average or better).
- Core skill or technical courses may be accepted if those credits have been taken within the last five years before enrollment.
- General Education courses may be accepted if those credits were earned no more than 10 years before admission.
- Credits transferred from institutions operating on quarters of ten (10) to twelve (12) weeks will be accepted as direct equivalent credits. Semester credits are multiplied by one and one-half to convert them into quarter credits. Fractional portions of credits are rounded on a course-to-course basis.

The decision of the School Director is final on questions of transfer credits. No official evaluation credit is made until the student has been accepted by CBET, and the School Director approves an official transcript from the institution awarding the credits.

College transcripts from foreign institutions must be translated and evaluated by an agency recognized by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), National Association of Credential Evaluation Services, Inc. ([www.naces.org](http://www.naces.org)), or Association of International Credential Evaluators (AICE). Students will be notified via email regarding transfer credit decisions.

#### CPE AND TRANSFER OF CREDIT DOCUMENT SUBMISSION

Official transcripts must be sent to the College of Biomedical Equipment Technology, School Director, 11550 IH-10 West, Suite 190, San Antonio, Texas 78230. Any supporting documentation for CPE or Transfer Credit may be sent via email to the attention of the School Director at [admissiondept@cbet.edu](mailto:admissiondept@cbet.edu).

Requests for CPE and Transfer of Credit will be processed within ten (10) business days following receipt. All requests must be submitted within two (2) weeks of program commencement.

#### TRANSFER OF CREDIT APPEALS

To appeal a transfer of credit decision, the student can request a meeting with the School Director or the Director of Education within five (5) business days following receipt of the CPE email. Students are encouraged to provide additional supporting documentation such as the catalog, course syllabi, or course outlines during the meeting. CBET does not charge any fee for evaluating or accepting CPE or transfer credit.

#### TRANSFERRING CREDITS TO OTHER COLLEGES

The transferability of credits is the sole decision of the receiving school, college, or university to which the student intends to transfer. CBET makes no representation that our credits are

transferable to other institutions. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CBET to determine if your certificate and courses will transfer. CBET has not entered into an articulation or transfer agreement with any other college or university.

## TUITION AND FEES

### FEE SCHEDULE

Training Program	Tuition	Application Fee	Books/Supplies	Total
Biomedical Equipment Technician Certificate	\$5,995	\$100	Included in tuition	\$6,095
Associate of Applied Science Degree in Biomedical Equipment Technology - IDL	\$22,995	\$100	Included in tuition	\$23,095
CompTIA A+ Test Preparation Seminar	\$750	\$0	Included in tuition	\$750
Network+ Certification Test Preparation Seminar	\$750	\$0	Included in tuition	\$750

### OTHER FEES AND PAYMENT INFORMATION

Returned Transaction Fees: Checks returned for non-sufficient funds may be assessed a \$15 fee.

Late Payments: A \$5 fee is assessed per month for every 10 business days a payment is late.

Students that are delinquent or not paid in full are subject to withdrawal and will not receive their certificate/degree or transcript until all financial obligations are met. CBET also reserves the right to deny access to classes, final exams, and other educational services at the College; terminate or suspend enrollment; deny or cancel registration for additional classes; not issue grades; withhold transcripts, degrees, diplomas, or course completion certificates for failure to remit tuition payments.

Collections: In the event, a student's account becomes thirty (30) days past due, it may be turned over to a third-party collection agency or referred for legal action. If an account is turned over for collections, the student debtor will be responsible for all collection costs and legal fees associated with the collection of the debt. By accepting enrollment with CBET and by providing a phone number(s), students agree that CBET has the students' consent to provide the phone number(s) to third-party debt collectors in the event of delinquency on a student's account. Students acknowledge that phone numbers provided to CBET will be used by third-party debt collectors to contact students who become delinquent on their accounts, for discussing the delinquency and attempting to collect on the debt. If a student does not wish for CBET to provide his/her phone

number to third-party debt collectors, the student should indicate that he/she does not consent to his/her number being provided by advising the School Director, in writing, that they do not consent to their number(s) being provided for purposes of debt collection.

**Payment of Charges:** Tuition and fees are billed on a term basis. A term is defined as 6 weeks. Students with payment plans are expected to make payments on the scheduled date in accordance with the retail installment contract signed during the enrollment process. All account balances must be current before the upcoming semester.

Payments may be made by cash, check, money order, MasterCard, VISA, American Express, or Discover Card. Checks must be made payable to the College of Biomedical Equipment Technology. No interest payment plans are also available to qualified applicants. See Student Loan Options.

**Course Repeats:** A student must repeat a course in which a grade of “F” was received. A student can repeat each course once; however, once they reach 1.5 times the length of time required for graduation, they will be dropped from the program. If a student fails any course a second time, he/she will be dropped from the program. A failed course will be rescheduled for the earliest possible module at the discretion of the Director of Education. Students will be charged to retake the course. Per Course Repeat Fees: BMET-CERT = \$1199; AAS-BMET = \$1149.75.

#### RE-ENTRY STUDENTS

A student who withdraws for a reason unrelated to the student’s academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of “incomplete” and permitted to re-enroll in the course or program during the 12 months following the date the student withdrew without payment of additional tuition for that portion of the course or program. Students will be permitted to re-enter twice with the approval of the Director of Education. If a student attempts to re-enter a third time, the approval of the School Director will be required. Any student who is applying for re-admission must sign a new enrollment agreement, and both their financial and satisfactory academic progress statuses will be reviewed and considered as part of the approval or denial process of the re-entry application. All fees and adjustments are allocated on the enrollment agreement.

#### FINANCIAL AID

At this time, the College is not Title IV approved. No Title IV federal financial aid is offered or provided. Financial assistance in the form of state grants and loans may be available to students who qualify.

#### WORKFORCE INVESTMENT AND OPPORTUNITY ACT (WIOA)

CBET is an approved eligible training provider in Texas and qualified to enroll US Department of Labor WIOA funded applicants. Participants must be deemed eligible for WIOA services before enrollment at CBET and produce a financial award letter before admission. For detailed information concerning these programs, contact your local workforce office. A list of one-stop providers around the nation is available at <https://www.dol.gov/general/topic/training/onestop>.

#### RETURN OF WIOA FUNDS OR AGENCY FUNDING

CBET, as an eligible training provider, shall, in accordance with its stated refund policy, refund monies that are paid for by the designated WIOA sponsoring agency for individuals who enroll in and begin training but drop out of courses. Refunds due for tuition and fees paid under the Training Provider Agreement will be made directly to the designated WIOA sponsoring agency and shall not be refunded to the student.

If a credit balance is created on a student's account as a result of any other agency funding, that amount will be refunded to the agency where the funds originated at the time the student is withdrawn. These funds will not be provided as a refund directly to the student.

#### STUDENT LOAN FUND (SEE RETAIL INSTALLMENT CONTRACT FOR ALL TERMS AND OBLIGATIONS)

CBET's owners established a Student Loan Fund for the purpose of assisting students in the payment of their tuition. The desire is for these funds to be repaid as soon as possible so that they can be made available to future students. Students desiring tuition assistance from this Fund should complete the required Student Loan Fund Application. Upon approval of their request, the Student will be required to sign a Retail Installment Contract (RIC). The program is available to students who display financial need. Financial need is determined by the results of the loan application and the cost of the program.

Due Dates: Payments are due on the first of every month after attending class.

Delinquency: CBET also reserves the right to deny access to courses, final exams, and other educational services at the College; terminate or suspend enrollment; deny or cancel registration for additional classes; not issue grades; withhold transcripts, degrees, diplomas, or course completion certificates for failure to remit tuition payments.

#### BORROWER RIGHTS AND BORROWER RESPONSIBILITIES

When a student takes on a student loan, he/she has certain rights and responsibilities. The borrower has the right to receive the following information before the first loan disbursement:

- The full amount of the loan;
- The interest rate;
- When the student must start repaying the loan;
- The effect borrowing will have on the student's eligibility for other types of financial aid;
- A complete list of any charges the student must pay (loan fees) and information on how the charges are collected;
- The yearly and total amounts the student can borrow;
- The maximum repayment periods and the minimum repayment amount;
- An explanation of default and its consequences;
- An explanation of available options for consolidating or refinancing the student loan; and
- A statement that the student can prepay the loan at any time without penalty.

The borrower has the right to receive the following information before leaving college:

- The amount of the student's total debt (principal and estimated interest), what the student's interest rate is, and the total interest charges on the loan(s);
- A loan repayment schedule that lets the student know when his/her first payment is due, the number and frequency of payments, and the amount of each payment;
- The name of the lender or agency that holds the student's loan(s), where to send the student's payments, and where to write or call if the student has questions;
- The fees the student should expect during the repayment period, such as late charges and collection or litigation costs if delinquent or in default;
- An explanation of available options for consolidating or refinancing the student's loan; and
- A statement that the student can repay his/her loan without penalty at any time.

The borrower has a responsibility to:

- Understand that by signing the promissory note, the student is agreeing to repay the loan according to the terms of the note;
- Make payments on the student loan even if the student does not receive a bill or repayment notice;

If the student applies for a deferment or forbearance, he/she must continue to make payments until notification that the request has been granted;

- Notify the appropriate representative (institution, agency, or lender) that manages the student's loan when the student graduates, withdraws from school, changes his/her name, address, or Social Security Number, or transfers to another institution;
- Receive entrance counseling before being given the loan and receive exit counseling before leaving school.

#### POLICIES AND PROCEDURES FOR LENDING VERIFICATION

- All selected applicants will be verified.
- Selected applicants must submit required verification.
- If the student fails to provide the required documentation within the established time frame, then the student will be treated as a cash-paying student until the documents are provided.
- Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
- The College will inform students in a timely manner of the consequences for failing to complete the verification requirements.
- Students will be informed of their responsibilities regarding the verification of application information, including the College's deadline for completion of any actions required.
- Students will be notified if the results of verification change the student's scheduled award.
- The College will assist the student in correcting erroneous information.

*Note: CBET reserves the right to make exceptions to the above-stated policies due to extenuating circumstances on a case-by-case basis.*



**Collections:** In the event, a student's account is over thirty (30) days past due, it may be turned over to a third-party collection agency or referred for legal action. If an account is turned over for collections, the student debtor will be responsible for all collection costs and legal fees associated with the collection of the debt. By accepting enrollment with CBET and by providing a phone number(s), students agree that CBET has the students' consent to provide the phone number(s) to third-party debt collectors in the event of delinquency on a student's account. Students acknowledge that phone numbers provided to CBET will be used by third-party debt collectors to contact students who become delinquent on their accounts, for discussing the delinquency and attempting to collect on the debt. If a student does not wish for CBET to provide his/her phone number to third-party debt collectors, the student should indicate by advising the School Director in writing, that they do not consent to information being provided for debt collection.

**Payment of Charges:** Tuition and fees are billed on a term basis. A term is defined as 6 weeks. Students with payment plans are expected to make payments on the scheduled date in accordance with the RIC signed during the enrollment process. All account balances must be current before the upcoming semester.

Payments may be made by cash, check, money order, MasterCard, VISA, American Express, or Discover Card. Checks must be made payable to the College of Biomedical Equipment Technology.

**Student Loan Obligations:** Outside lenders are also available to students. Students who receive loans to pay for their course of instruction are responsible for repaying the full amount of the loan, less the amount of any refund. Defaulting on loans could result in damage to credit ratings, loss of eligibility for future options, withholding of state and federal income tax refunds, initiation of court action, and garnishment of wages. CBET will transfer defaulted loans to collection agencies. Credit may be adversely affected. Additional information on eligibility requirements, alternate financing, amounts available, interest rates, scholarships, and repayment schedules can be obtained by contacting the College.

## **CANCELLATION AND REFUND POLICY**

**General Requirements:** CBET maintains a fair and equitable, clearly defined, and uniformly administered cancellation and refund policy for cancellations, withdrawals, and terminations. The policy is designed to be most equitable to the Student and complies with Texas Workforce Commission and Texas Higher Education and Coordinating Board requirements.

A full refund of all tuition and fees is due and refundable in each of the following cases:

- an enrollee is not accepted by the College; or
- if the course of instruction is discontinued by the College and this prevents the student from completing the course; or
- if the Student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school; or
- in other circumstances of program deficiencies or violations of requirements for career



schools and colleges.

Notice: CBET does not require written notification of cancellation or withdrawal. Additionally, CBET does not require notification of cancellation or withdrawal in person as a condition for making refunds, nor does it charge penalties for failing to notify the College in writing. New students entering a program of study are provided a fourteen (14) day or Two-Week Trial Period to withdraw without a tuition penalty.

Obligation: CBET does not financially obligate students for more than twelve months at a time. Refund computations apply to stated charges attributable to the given period of financial obligation. All students are treated equitably with respect to charges and refunds based on the source of funding or the timing of disbursements or payments.

CBET completes and documents refund calculations for each Student who cancels, withdraws, or is withdrawn from training. To ensure timely and accurate refunds, the College will consider the following:

- Start Date
- Last date of Attendance (LDA)
- Date of Determination (DOD)
- Charges to the Student
- Total amount paid
- Weeks earned and resulting percentage of program completed

DOD: The date of determination (DOD) is the date the student gives written or verbal notice of withdrawal to CBET or the date CBET terminates the Student, or by applying the attendance, conduct, or Satisfactory Academic Progress policies.

Drop/Add Period: The first week of a six (6) week term or payment period, ending on Sunday of the first week, is drop/add period for all AAS-BMET students. Students may officially withdraw from class during drop/add period without receiving grades, or financial obligations for the classes dropped. Schedule changes other than as described above may incur both financial and academic penalties. A student who stops attending a course after the drop/add period will receive a "W," withdrawn without a grade. A student who stops attending a course after the mid-term, and is failing such course, will receive a grade of "F," withdrawn with a failing grade.

#### CANCELLATION POLICY

Program/Course Cancellations: The College reserves the right to cancel any program or course for which there is insufficient enrollment. All tuition and fees related to the program/course will be returned to the Student if there is a cancellation.

72 Hour Cancellation Policy: A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed.

Cancellation Prior to the Start of Class or No Show: If an applicant accepted by CBET cancels prior to the start of scheduled classes or never attends class (no-show), all monies paid will be refunded, less a \$100 application fee.

Cancellation within the Two-Week Trial Period: CBET enables new students to cancel within the first two-weeks of training, or the “Two-Week Trial Period.” The policy applies to new students enrolled in their initial class(es) in the AAS program or the certificate program only. Students considered a cancellation under the “two-week trial period” policy will have all tuition charges refunded. CBET will only retain the \$100 application/registration fee.

#### REFUND POLICY

1. Refund computations will be based on scheduled course time of class attendance through the Last Date of Attendance (LDA). Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - i. The last day of attendance if the Student is terminated by the school; and/or
  - ii. The date of receipt of notice from the Student; and/or
  - iii. By applying the attendance, conduct, or Satisfactory Academic Progress policies; and/or
  - iv. Two weeks (14 days, 10 school days) following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege, the Student does not enter school, not more than \$100 application fee shall be retained by CBET for the entire program.
4. The minimum refund of the remaining tuition and fees will be the pro-rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the Student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the Student has been charged, except that a student may not collect a refund if the Student has completed 75 percent or more of the total number of hours in the portion of the program for which the Student has been charged on the effective date of termination. (More simply, the refund is based on the precise number of course time hours the Student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due.)

#### REFUND DUE DATES

No Shows and Cancellations: If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due will be paid within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.

Enrolled Students: For an enrolled student, the refund will be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination (DOD). If a student provides advanced notice of withdrawal such that the 45-day window for refund processing ends before the last date of attendance, the refund must be paid within forty-five (45) calendar days from the last date of attendance.

#### REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

A student of the College who withdraws from the College as a result of the Student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the Student is enrolled:

- a) If tuition and fees are collected in advance of the withdrawal, a pro-rata refund of any tuition, fees, or other charges paid by the Student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the Student for the portion of the program the Student does not complete following withdrawal;
- b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the Student has previously received a grade on the Student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the Student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the Student has:
  - satisfactorily completed at least 90 percent of the required coursework for the program; and
  - demonstrated sufficient mastery of the program material to receive credit for completing the program.
- d) The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 45 days of the effective date of determination.

### STUDENT TUITION RECOVERY FUND (CALIFORNIA STUDENTS ONLY)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. The STRF assessment is \$0 per \$1,000 of institution charges until further notice. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.
8. To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.
9. A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.
10. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## MILITARY & VETERAN BENEFITS

### MILITARY AND VETERAN STUDENT INFORMATION AND POLICIES

All applicable policies and procedures governing VA education benefits are approved by the Texas Veteran's Commission (TVC). The TVC, acting as the SAA, approves facilities. Veterans may qualify for a variety of military and veteran benefits programs to finance their training. Applicants must complete the Veterans On-Line Application (VONAPP) to begin to receive the benefit unless indicated differently. More information about VA education benefits is available at <http://www.benefits.va.gov/gibill>.

Students applying for veteran's benefits through the College must supply verification of high school graduation or GED certificate. All post-secondary education from an accredited institution must be verified with an official college transcript. The Department of Veterans Affairs defines an award year as the period from August 1 to July 31.

#### Attendance Policy for Student Receiving VA Educational Benefits:

The College is an attendance taking institution. Students are expected to attend each class session unless prevented by illness or other unavoidable circumstances. Attendance is taken for each course. All students who do not attend or interact with the online learning platform for 14 consecutive calendar days will be administratively dropped from the College and will be terminated from their VA benefits for unsatisfactory attendance. Special accommodations are authorized for military personnel who are called to active duty or reserve training for a period of approximately two weeks. Service members should see the Director of Education before the first date; the student will be absent. A copy of military orders must be provided. Upon approval, the Director of Education will grant an extension of time based on the days of required military service and for necessary travel time to and from military duty. Once a student is administratively dropped, the College will promptly notify VA that the individual's VA education benefits are being terminated due to unsatisfactory attendance. The student's attendance record will be retained in the veteran's file for the United States Department of Veterans Affairs (USDVA) and State Approving Agency (SAA) audit purposes. Students who are administratively dropped from the College due to attendance and are interested in re-entering can apply for re-enrollment.

A VA student can miss no more than 20% of the scheduled classes in any individual course. Should a student miss more than 20% of the scheduled classes in any course, the student's enrollment for VA education benefits must be terminated effective the last date that student attended a class before exceeding 20% absenteeism.

#### Standards of Satisfactory Progress for Students Receiving VA Educational Benefits:

Students must meet the Standards of Satisfactory Academic Progress (SAP), published in this Catalog, to continue receiving Veteran's educational benefits to remain in good academic standing at the College. Satisfactory academic progress is determined by applying the cumulative grade point average requirement, progression towards completion requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals

procedures as outlined in this catalog. For a complete explanation, refer to the section entitled Standards of Satisfactory Academic Progress in the catalog.

A VA student whose CGPA falls below the minimum requirements at the end of each semester will be placed on Warning for the subsequent term of enrollment. If the VA student's CGPA falls below the required CGPA at the end of the second semester, the student's VA educational benefits will have terminated. A VA student terminated from VA educational benefits due to unsatisfactory progress can petition re-entry into the college through the SAP appeal process. If an appeal is granted, a VA student terminated from VA educational benefits due to unsatisfactory academic progress may petition the school to be recertified after attaining a 2.0 CGPA.

#### Course Repetitions for Students Receiving VA Educational Benefits:

Classes that are successfully completed may not be certified for again for VA purposes if they are repeated. However, if a student fails a class, or if a program requires a higher grade than the one achieved in a class for successful completion, that course class may be repeated and certified to VA again.

## COLLEGE POLICIES

### STUDENT RESPONSIBILITIES

Students are responsible for understanding and following all rules and regulations that the College may make known to the student body. The College reserves the right to make changes in any area of the College, including but not limited to curriculum, faculty, location, equipment, rules, and regulations in accordance with THECB or TWC.

### CODE OF CONDUCT POLICY

Students attending CBET must respect the rights and welfare of the other students, faculty, administration, and guests. Conduct that disrupts the class, and does not cease after two warnings, may cause a student to be terminated under the same rules as withdrawal. Students who retake the class and are unable to refrain from disrupting the second class may be terminated without the option to renew.

Prohibited acts include possession or use of firearms or weapons, possession and/or distribution of narcotics or any controlled substances, assault, disruptive behavior interfering with teaching, academic dishonesty, theft of property, abuse of technological resources, accessing obscene or pornographic materials online, and harassment on the basis of gender, ethnicity, national origin, religion, disability, or any other characteristic.

Violation of the CBET student conduct policy may be grounds for dismissal, depending upon the severity of the misconduct. After a preliminary investigation, the allegation may be dismissed, or the student will be informed of the charges. If it is determined that severe misconduct or felony has occurred, defined by any act punishable by incarceration under federal or state law, CBET retains the right to immediately suspend the student until such time that a hearing determines the

outcome. Penalties may include a warning, suspension, or dismissal.

CBET reserves the right to dismiss a student from the program at any time for behavior that is deemed unethical or unprofessional. Students are expected to adhere to the standards of conduct both in the classroom and on college premises. Violation of these rules will subject the student to reprimand, probation, suspension, and dismissal. The College reserves the right to assess all penalties.

A student found to violate College regulations has the right to appeal the decision, following the grievance protocol. A student who has been dismissed for violating the policy may not apply for readmission for one year.

#### COPYRIGHT POLICY

CBET does not condone or tolerate the unauthorized copying of licensed computer software by staff, faculty, or students. CBET shall adhere to its contractual responsibilities and shall comply with all copyright laws and expects all members of the CBET community to do so as well. Members of the CBET community who violate this policy may be subject to discipline through standard CBET procedures. An individual engaged in the unauthorized copying or use of software may also face a civil suit, criminal charges, and penalties and fines. Subject to the facts and circumstances of each case, such individuals shall be solely responsible for their defense and any resulting liability. If you have questions about this policy, please contact us. <http://copyright.gov>.

#### PLAGIARISM POLICY

Plagiarism is defined as the act of using words and ideas from another person or source without giving proper acknowledgment to that person or source. A student is plagiarizing if they:

- Turn in someone else's work as their own,
- Copy words or ideas from someone else without giving credit by using proper in-text citations and a work cited page
- Fail to put a quote in quotation marks, change words, but copy the sentence structure of a source without giving credit by using proper in-text citations and a work cited page
- Student's work and ideas are less than 40% whether you give credit or not.

Plagiarism is against the law if it infringes on an author's intellectual property rights and will result in a failing grade for the assignment and may even result in suspension from CBET. First offense: Director of Education advises student and documents offense. Second Offense: Student can be dismissed from CBET at the discretion of the Director of Education. The Director of Education will advise the student. Advising documentation will be placed in the student's academic file.

#### CAMPUS SAFETY

The safety of students, faculty, staff, and visitors is a vital concern to CBET. Everyone at CBET is involved in creating a safe environment and is encouraged to report all safety concerns to the School Director.



#### DRUG AND ALCOHOL-FREE POLICY

CBET offers a drug and alcohol-free environment. This Drug and Alcohol Policy applies to enrolled students. The unlawful possession use and distribution of illicit drugs and alcohol are strictly prohibited. This applies to every student on College property or participating in a College activity. Students who require prescription drugs that may impair their College work should inform the College or the instructor for proper documentation.

#### CAREER SERVICES & PLACEMENT ASSISTANCE

CBET assists students in finding employment after training. Although CBET cannot guarantee employment, we will help students to secure jobs through a variety of means, including job searches and available job postings, resume writing assistance, and training in interviewing techniques. Graduates are eligible to access the College's placement assistance program at no additional cost.

#### STUDENT RECORDS

CBET maintains permanent student files organized by year and categorized by active students, graduates, and terminations/drops. Student records are maintained at the main campus.

Student files may include enrollment application, enrollment agreement, a record of previous education form, transcripts, textbook/supplies forms, financial information, scholarship applications satisfactory performance evaluations, status change notices, refund computation forms (where applicable), and appropriate verification materials as required. All student records are confidential, and CBET adheres to the requirements of the Family Education Rights and Privacy Act (FERPA). Students should contact the College for further information.

#### NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

In conformance with Section 438 of the General Education Provisions Act (Title IV of the Public Law 90-247 as amended), added by Section 513 P.L. 93380 (enacted on August 21, 1974) and amended by Senate Joint Resolution 40, the Family Educational Rights and Privacy Act of 1974 allows students to restrict access to their education records including requests for information from parents and other third parties. Without a student's written consent, the College cannot disclose information to any third party (exceptions noted below). Students may, however, provide the College with a release allowing selected individuals to have access to their educational records or portions thereof.

The College maintains two types of record files: academic and financial. Students may examine either set of records at any given time during regular school hours. For academic records, the student should contact the Director of Education; for financial records, students should contact the student outreach coordinator or the College Director.

As an exemption to this law providing availability of personal records to the student, the following information will be kept confidential and will not be made available to the student:

- Confidential financial records of the parents, unless written permission has been given by the parents to divulge such information to the student.



- The College will not permit access to or release of confidential information to any individual or agency without the written consent of the student, except for the following reasons:
  - Records are required by College officials in the proper performance of duties,
  - Organizations conducting studies for educational and governmental agencies,
  - U.S. Government agencies as listed in Public Law 93-380,
  - Accrediting agencies,
  - Parents of dependent children as defined in the Internal Revenue Code of 1954,
  - Appropriate persons about an emergency,
  - Other educational institutions upon request of transcripts for students seeking enrollment in that institution,
  - In connection with the award of financial aid, and
  - In response to legal court orders.

In addition to the reasons listed above, the College may also release any information which it has designated as “directory information,” unless the student specifically objects in writing to such disclosure (as further described below).

The College has designated the following categories of student information as “directory information”:

- Student’s name;
- Student’s address;
- Student’s telephone numbers (including cellular phone numbers, home phone numbers, or any other numbers provided to the College by the student);
- Date and place of birth;
- Programs are undertaken by the student;
- Dates of attendance;
- Degree awarded.

The College may disclose any of the above-listed directory information, to any party, without the prior written consent of the student, unless the student provides written notice to the Director objecting to the disclosure of all or part of the directory information no later than thirty (30) days after enrollment. Any written notice from a student objecting to the disclosure of directory information will be effective as of the date the written request is received and until rescinded in writing by the student. Material considered to be objectionable may be expunged from the student’s record under any one of the following conditions:

- The student furnishes the school with factual data, which satisfactorily proves to an official of the school that the information originally placed in the file is incorrect.
- The student corrects the situation, which caused the objectionable entry to be made in the file, provided that such correction is to the complete satisfaction of the school official who made the original entry.
- The student may appeal any decision made by a school official by requesting a hearing.

Students have a right to file a complaint with the U.S. Department of Education concerning alleged failure to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office/U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202

FERPA permits the disclosure of students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to College officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations require the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

#### DISMISSAL

A student may be dismissed from the College for violation of the attendance policy, improper conduct, failure to satisfy financial obligations to the institution, or failure to maintain satisfactory progress. Please see the section titled "Satisfactory Academic Progress/Academic Probation" in the Academic Policies section for a complete definition of satisfactory progress.

#### NON-DISCRIMINATION

CBET does not discriminate in admission, campus activities, education, or employment on the basis of race, creed, color, sex, age, disability, national origin, religion, or any other protected status. No act of retaliation shall occur to any person making a charge, filing a complaint, testifying, or participating in any discrimination investigation or proceeding.

#### GRIEVANCE PROCEDURES

The administration, faculty, and staff of CBET maintain an open-door policy for students to voice their concerns or complaints. Occasionally a student or former student will require assistance with a problem at a level outside of CBET. Information regarding state and accrediting agency points of contact is available upon request and located on the school's Website at [www.cbet.edu](http://www.cbet.edu).

The formal CBET grievance procedure is as follows:

1. The student attempts to handle the grievance with the instructor in a professional manner.
2. If the grievance cannot be settled with the instructor within ten days, the student may ask for the intervention of the President to attempt to mediate, arbitrate, or rectify the situation. In most cases, grievances can be settled at this level of intervention. The President will evaluate the grievance and gather information. The student will be kept informed by the President as to the status of the grievance, as well as the resolution of the problem.

Students dissatisfied with the College's response to their complaint or who are not able to file a complaint with the College can file a complaint with TWC, or the College's accreditor.

#### TWC COMPLAINT PROCEDURE

Students may also direct unresolved grievances about CBET or any of its educational programs to  
Texas Workforce Commission, Career Colleges and Colleges  
101 East 15th Street  
Austin, Texas 78778-0001  
Phone: 512-936-3100  
Information on filing a complaint with TWC can be found on TWC's Career Schools and  
Colleges website at <http://csc.twc.state.tx.us/> and on CBET's website at  
<https://cbet.edu/schedule>

#### STATE OF CALIFORNIA COMPLAINT POLICY

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site ([www.bppe.ca.gov](http://www.bppe.ca.gov)).

#### ACCET COMPLAINT PROCEDURE

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

If a student has exercised the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing and mailed or emailed to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following:
  - Name and location of the ACCET institution;
  - A detailed description of the alleged problem(s);
  - The approximate date(s) that the problem(s) occurred;
  - The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and other students;
  - Demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
  - The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained,
  - ACCET will not reveal the name to the institution involved; and

- The status of the complainant with the institution (e.g., current student, former student, etc.).
  - In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g., student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).
3. SEND TO:
- ACCET CHAIR, COMPLAINT REVIEW COMMITTEE  
1722 N Street, NW Washington, DC 20036  
Telephone: (202) 955-1113  
Fax: (202) 955-1118 or (202) 955-5306  
Email: [complaints@accet.org](mailto:complaints@accet.org)  
Website: [www.accet.org](http://www.accet.org)

Note: Complainants will receive an acknowledgment of receipt within 15 days.

## STUDENT SERVICES

The College offers a wide range of support services to aid students in persisting through to graduation and in ultimately securing employment in their career field. The student services offered to take into consideration the needs of students who attend CBET and are, therefore, appropriate in their scope. The services support academic programs and seek to enhance the student experience.

### ACADEMIC ADVISEMENT

CBET faculty and staff are available to advise students on academic challenges, and if needed, provide a referral to special counseling services when required. If a student needs assistance in any course, the student should notify the faculty member, the Director of Education, or the Director. Tutoring takes place outside of class time, and at a time, that is mutually convenient to the student and the relevant faculty member.

### ORIENTATION

An online student orientation program is conducted prior to each start date to acquaint new students with the college's online Learning Management System (LMS), CANVAS, and to review policies, and procedures.

### CAREER SERVICES ASSISTANCE

Career Services aids students while they are in school and after graduation to find the right fit in the workforce. The College conducts one-on-one counseling sessions, mock interviews, guidance on professional dress and communications, and aids in resume preparation.

### HOUSING

Students requiring housing in the San Antonio area during their externship should budget \$5000 to compensate for travel and living expenses. The College will assist students in finding suitable housing during their externship; however, housing is not provided by the College.

## LIBRARY

CBET's makes available to its student an electronic library. The library is embedded in the CANVAS LMS and accessible to active enrollees.

## OTHER SUPPORT

The College maintains relationships with local community support services for students who may need additional assistance such as transportation, childcare, counseling, and shelter.

# ACADEMIC POLICIES

## INSTRUCTIONAL METHODS AND ACTIVITIES

The online classroom is designed around the course syllabus and has everything students need to be successful, including ways to learn and connect with the instructor and classmates.

Instructor Lead Weekly Live Group Training (M, T, W, TH, F, SAT, SUN). Mandatory instructor-led group webinars are conducted via Zoom at least once per week (50 Minutes). These sessions are live and conducted in a group format. Students may request one-on-one student/instructor webinars. Students should be prepared to respond to instructor prompts for webinars every week. Each webinar is recorded for students to review at their discretion.

Online Discussion Forum (daily/weekly). The online learning environment includes a discussion board with weekly prompts and instructions regarding daily and weekly assignments. Students are required to engage in discussion board activities. Students must respond to all instructor discussion topics and weekly prompts. Students must provide substantive responses, 200 words or MORE, to instructor discussion forums. Additionally, students must respond to a minimum of three (3) student discussion postings, with 150 words or MORE each week.

Online Classes (Daily). Students are expected to engage in online learning in CANVAS, CBET's learning management system. Students complete weekly assignments, quizzes, tests, and other requirements prescribed by the instructor of record in CANVAS. Students are responsible for engaging in the online learning environment in the same manner one would engage in a traditional classroom, by complying with and adhering to all course requirements.

Capstone Exercises: Students prepare a full-length (usually 5-8 pages) capstone report on a selected research topic related to Biomedical or Healthcare Technology. The report must include references to original and primary data sources. Students chose a capstone topic in consultation with the instructor, and work on that topic throughout the 6-week course. Reports are critiqued by instructors during the rough draft stage, following incorporation of instructor feedback and upon completion. Students must garner approval for their research topic within the first three weeks of the course.

Research and Writing Assignments: Students work with instructors to select an appropriate research and writing topic, compile a bibliography, and mine data to create an essay on the biomedical equipment industry. Essays are critiqued on the organization of content, style, and grammar. During the 6-week course, students must submit at least one essay.

Formatting Requirements: APA or MLA format.

Textbooks:

All readings required for each course are posted in the course syllabus.

#### ATTENDANCE POLICY

Fulltime students are expected to maintain a cumulative attendance of 80% for each course.

Attendance is monitored by faculty through the Canvas LMS. It is the responsibility of each student to attend and participate in each scheduled online course, post weekly in discussion forums, and instructor-led weekly training sessions/webinars.

Students will be withdrawn for failure to submit two (2) consecutive required assignments; missing two (2) consecutive instructor-led sessions; and failure to correspond via the interactive distance learning/Canvas learning management platform for fourteen (14) consecutive days.

Additional Attendance criteria:

- Attendance is monitored by faculty and recorded weekly.
- Students engaged in externships must log time and skill mastery data in the online adaptive learning platform. Hours and competencies are documented by externship preceptors and reviewed and approved by the College.
- Logging into class without active participation does not constitute weekly attendance.
- Students are strongly encouraged to log in more to understand the subject fully and to be successful in class.
- Students are reminded it is their responsibility to be current in all assignments at all times. Absences do not excuse program obligations, which lead to satisfactory progress.
- Students should remember that attendance records reflecting absences are kept by the College. Any agency that provides educational, financial assistance to a student may request information concerning attendance and progress.

#### TARDINESS AND EARLY DEPARTURES

The College expects students to participate fully in instructor-led weekly webinars and to be on time every week. When you arrive late, you not only miss the material that has been presented, but you disrupt both the instructor and your fellow students. If you arrive 15 late or leave 15 early, your instructor will record the amount of time missed. If you arrive late or learn early three times or more in the course, you will be placed on probation for the remainder of the evaluation period and be required to contact the Director of Education for counseling. Time missed will be calculated in the course cumulative attendance. Students must maintain 80% attendance in each course.

#### MAKE-UP WORK

To receive full credit, all assignments must be completed on time and in the manner instructed. Make-up work shall:

1. be supervised by an instructor approved for the subject being made up;
2. require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
3. be completed within seven days of the end of the date of missed work;
4. be documented by the College as being completed, recording the date, grade, and nature of the work missed

If there are extenuating circumstances that prevent a student from attending College for an extended time period (e.g., hospitalization and recovery from a severe accident or illness), the student should apply for a Leave of Absence (LOA) under the institution's published LOA policy.

#### LEAVES OF ABSENCE

Students who wish to suspend their studies for a limited time must submit a written request for a Leave of Absence to the School Director or Director of Education. Leaves of Absence will be granted for a maximum of 60 calendar days for the Certificate program or 180 days for the AAS-BMET program.

Only one leave of absence will be granted in 12 months. In extenuating circumstances (e.g., medical/surgical conditions, unforeseen family crisis, etc.), two Leaves of Absence can be given within 12 months, provided that proper documentation is presented and that both Leaves together amount to no more than the maximum days permitted.

A student who fails to return from an approved Leave of Absence will be considered withdrawn as of the expected return date of the Leave of Absence.

#### PROGRAM/COURSE EVALUATION

Students are expected to complete the online course evaluation at the end of the semester. A link will be provided by the instructor following completion of the course.

#### ACADEMIC INTEGRITY

Faculty and students must observe the published Code of Conduct.

#### COURSE SCHEDULE

To obtain a current list of course schedules visit the academic calendar at [www.cbet.edu](http://www.cbet.edu)

#### EXTERNSHIP POLICIES

This course provides students with an opportunity to put theory and knowledge to work and to develop BMET skills in a real-world environment. Additional requirements are outlined in the Externship Guide.

**Externship Eligibility:** Students must have completed (grade of C or better) all prerequisites or have permission from the Director of Education.

**Externship Schedules:** Completing programs on time requires dedicated adherence to the externship agreement, which includes 135 clock hours over six weeks, or 22.5 clock hours per week. In most instances, externships are scheduled during normal business hours, Monday through Friday, between the hours of 8:00 am and 6:00 pm. Student attendance is closely tracked and mandated.

**Externship Attendance:** The Director of Education will monitor attendance closely. Students must attend their extern site as scheduled. Students failing to adhere to the schedule and hours established with the externship provider may be terminated from the program or dropped from the course.

All externship hours must be completed, and any time missed during the externship portion of any program must be made up. A student will not be allowed to graduate unless they have performed all externship hours prescribed for the course.

**Externship Competencies:** All students on externship assignments are required to provide weekly hours and competency reports via the online adaptive learning platform. Failure to submit this data may result in repeating any hours submitted after the deadline before a student will be given credit.

**Termination/Withdrawal from Externship:** Any student displaying unprofessional behavior while performing externship duties will be moved to another site. If a second offense is reported, the student will be terminated by the College. Students displaying unprofessional behavior while performing externship duties, which causes the institution to lose the site will be terminated by the college and will not be considered eligible for re-entry to the College.

Additionally, students must complete the externship portion of their program within a maximum allowable time frame. Students whose externship progress becomes impeded to such a degree that they cannot complete the externship portion of their program within the maximum allowable time frame will be terminated from the College.

#### DISTANCE EDUCATION LOG-IN SECURITY

All online courses require a secure log-in to the learning management system using the CBET assigned username and password. This is required for students to be registered for courses and to participate in the online. Student privacy rights are strictly protected. Only those enrolled in the course have access to the course. The outside community does not have access to the coursework, nor do students who are not enrolled in the specific course.

#### EVALUATION AND GRADING

Student performance will be evaluated via exams, tests, quizzes, and projects and hands-on demonstrations where applicable. Exams, tests, and quizzes are designed to measure cognitive



ability. Hands-on demonstration and projects are intended to measure the command of performance techniques. In computing grades, the requirements will be weighted as follows:

- Online Engagement and Participation in Course Discussion\* through CANVAS: 25%
- Weekly Quiz and Homework Assignments: 25%
- Written Assignments/Capstone Exercises: 25%
- Mid-term and Final Exams: 25%

## GRADING SYSTEM

### Discussion Board Requirements

Students are required to respond to the discussion prompts by Thursday and two students by Saturday each week of the course. Grading of the discussions will be compiled using the following Rubric:

Criteria	Levels of Achievement			
	Beginning	Developing	Accomplished	Exemplary
Activity	<b>0 to 13 points</b>	<b>14 to 15 points</b>	<b>16 to 17 points</b>	<b>18 to 20 points</b>
	Usually contributes only 1 posting on the last possible day of the designated period.	All required postings by <b>Saturday</b> ; however, there was not adequate time for others to read and respond to some postings before the deadline.	All required postings by <b>Friday</b> ; adequate time for others to read and respond before the deadline.	Exceeds required postings by <b>Thursday</b> ; postings spread over the designated period; provides more than enough time for classmates to read and respond before the deadline.
Engagement	<b>0 to 13 points</b>	<b>14 to 15 points</b>	<b>16 to 17 points</b>	<b>18 to 20 points</b>
	Negligible responses to fellow student(s) posting(s). Rarely engages with students and generally ignores others' posts and/or has a negative effect through misrepresenting content in other posts, inappropriate comments made, and/or attempts to dominate the discussion.	Somewhat contributes to the student(s) posting(s), but the focus is generally on own posts. Occasionally interacts with others' postings but little attempt to involve other students in the discussion. Short statements such as "I agree with..."	Frequently contributes to the student(s) posting(s). Often attempts to direct group discussion to present relevant viewpoints and meaningful reflection by others. Interacts respectfully with students.	Consistently and effectively contributes to the student(s) posting(s). Frequently initiates dialogue and motivates group discussion by providing feedback to students' postings, asking follow-up questions, and through thoughtful, reflective comments. Respectfully encourages a variety of viewpoints and invites contributions from others.
Content	<b>0 to 41 points</b>	<b>42 to 47 points</b>	<b>48 to 53 points</b>	<b>54 to 60 points</b>
	Postings only slightly related to discussion topics. Generally inaccurate. May occasionally contain a gross factual error.	Postings address peripheral topics. Generally accurate, but with some omissions and errors. The tendency to recite fact.	Postings produce adequate, general answers but may not always directly address discussion questions. Dominated by opinions rather than by analysis and scholarly thought. Assertions are not supported by evidence.	Postings are characterized by clarity of argument, depth of insight into course content, application of course content, relevancy, and unique insights.

CBET uses the four (4.0) point grading system. The grade, point, and percentage equivalents are as follows:

A	(4.0)	90-100	F	(0.0)	Below 59
B	(3.0)	80-89	W	(0.0)	Withdrawal
C	(2.0)	70-79	I		Incomplete
D	(1.0)	60-69	TC		Transfer Credit
			PE		Proficiency Credit

#### INCOMPLETES AND COURSE REPEATS

To receive an incomplete "I", the student must petition to the instructor by midpoint of the course for an extension to complete the required coursework. The student must be able to pass the course with the completed work and garner a grade of 70 or better. Incomplete grades that are not completed within 7 business days after the beginning of the next session will be converted to the existing grade earned in the course and will affect the student's GPA accordingly. CBET reserves the right to extend the time needed to fulfill the incomplete.

An "I" does not count towards the Grade Point Average (GPA) until a grade is assigned. A "W" is given when a student is dropped from the roster during the course and does not replace the previous grade(s). Grades of "W" and "F" are recorded in the academic transcript and reflected in the GPA. When a course is repeated after failure or withdrawal, the later grade will replace the first grade in calculating the CGPA. The clock hours of the course repetition are counted toward the maximum timeframe.

CBET shall record a grade of "incomplete" for a student who withdraws but is not entitled to a refund if the student requests the grade at the time the student withdraws, and the student withdraws for an appropriate reason unrelated to the student's academic status.

A student must repeat a course in which a grade of "F" was received. A student can repeat each course once, however, once they reach 1.5 times the length of time required for graduation, they will be dropped from the program. If a student fails any course a second time, he/she will be dropped from the program.

A failed course will be rescheduled for the earliest possible module at the discretion of the Director of Education. Students will be charged to retake the course.

#### SEMESTER CREDIT HOUR POLICY

The College utilizes the following formula for clock-to-credit-hour conversions for the lecture, laboratory, and externship/internship:

- Lecture Hours: Instructional hours consisting of theory or new principles.
- Lecture Credit Hours: Semester Credits – Must teach a minimum of 15 lecture hours to award 1 semester credit hour (divide lecture hours by 15).
- Laboratory Hours: Instructional hours consisting of supervised student practice of a

previously introduced theory/principle during which practical skills and knowledge are developed and reinforced.

- Laboratory Credit Hours: Semester Credits – Must teach a minimum of 30 laboratory hours to award 1-semester credit (divide laboratory hours by 30).
- Externship/Internship Hours: Instructional hours consisting of supervised work experience activities related to skills/ knowledge acquired during the training program.
- Externship/Internship Credit Hours: Semester Credits – Must teach a minimum of 45 externship hours to award 1-semester credit (divide externship/ internship hours by 45).

#### SATISFACTORY ACADEMIC PROGRESS

In order to graduate, a student in a Certificate or Associate's degree program must have a Cumulative Grade Point Average (CGPA) of 2.0 or higher; all students must complete all courses and requirements for graduation within 150% of the total number of credit hours in the program of study. To help students meet these requirements the College checks periodically that students are making Satisfactory Academic Progress (SAP). SAP is measured at evaluation points that occur every six weeks (i.e., every term). SAP information is available to all students through the student portal and grades are accessible in real-time. Student's failing to meet SAP receive SAP reports via email at the progress evaluation period. SAP is measured in two (2) ways: CGPA (qualitative) and Rate of Progress (quantitative). Rate of Progress is the percentage of successfully completed credit hours relative to attempted credit hours.

#### CUMULATIVE GRADE POINT AVERAGE (CGPA) MINIMUM REQUIREMENT

All students enrolled at CBET must meet the minimum cumulative grade point average (GPA) of 2.0 at each evaluation period.

#### QUANTITATIVE PROGRESS MINIMUM REQUIREMENT

Quantitative progress is defined as the clock/credit hours achieved divided by the clock/credit hours attempted. To be making satisfactory academic progress, a student's quantitative progress must be at least 80% of the clock/credit hours attempted.

#### MAXIMUM TIME FRAME

All program requirements must be completed within a maximum time frame of 1.5 times the normal program length. Once a student reaches the 150% point of their program, the student's enrollment will be terminated unless a request is made from the student to the instructor or Director of Education to continue the program.

#### PROGRESS & PROBATION POLICIES

The first time a student is not making SAP, the student is placed on Academic Warning. Students on Academic Warning will have until the next evaluation point to achieve SAP. Students placed on Academic Warning will be notified via the student portal, contacted by the Student Advisor, and will receive advising to assist them in improving their academic progress. At the next evaluation point, if a student on Academic Warning meets or exceeds both benchmarks, the student will be taken off Academic Warning.

If, at the next evaluation point following Academic Warning, the student has not achieved both the qualitative and quantitative benchmarks of SAP, then the student's SAP status will be changed to Probation. At this time, the student may be eligible to appeal, see Appealing SAP below. If the appeal is denied, the student's status will continue on Probation for one (1) additional evaluation point. If it is identified that the student will need more than one evaluation point to reach success, the student may be allowed to continue on Probation, with a specific, detailed Academic Success Plan to maximize the opportunities for academic success. Students placed on Academic Probation will be notified via the student portal, contacted by the Student Advisor, and will receive advising to assist them in improving their academic progress. Students on Probation will have until the next evaluation point to achieve both the qualitative and quantitative SAP benchmarks. At the end of Probation, and after a successful SAP Appeal, the student has not achieved both the qualitative and quantitative benchmarks of SAP, the student will be withdrawn. The students with Academic Success Plans will be reviewed according to the individual plan benchmarks.

#### APPEALING SAP

Students may appeal SAP withdrawal or probation for failure to meet qualitative and quantitative SAP benchmarks or for failure to meet minimum grading standards applicable to a student's program of enrollment that leads to withdrawal (see Grading System).

SAP withdrawal or probation may not be appealed by students who cannot complete the program within the 150% maximum timeframe.

If a student wishes to appeal their SAP withdrawal or probation, they must submit their written appeal packet electronically to the Student Advisor or Director of Education by midnight, two (2) business days from the notification of SAP withdrawal or probation. The appeal packet must include the following:

1. The circumstances that lead to poor academic performance. Acceptable circumstances are generally outside of the student's control and are unavoidable. Examples include the death of a family member, military service, and child care problems. Documentation to support the appeal should be submitted.
2. The Appeal must state what steps have been taken to correct the situation.

The Student Advisor will notify the student via the student portal regarding the outcome of the appeal within three (3) business days. A student that does not appeal SAP withdrawal or probation by the deadline will be involuntarily withdrawn from the College. When the involuntarily withdrawn student wishes to return to the College, the student must appeal the academic dismissal according to the "Appealing SAP" process.

If a student's appeal is denied, the student may appeal again after one (1) year of the date of the dismissal, including students seeking to enroll with a change of program. A student may not return to the College if denied more than once. If a student's appeal is approved, the student is placed on probation and, required to devise an Academic Success Plan.

### SAP AND COURSE WITHDRAWALS AND FAILURES

When a student withdraws from a course, the course is assigned a “W” grade. This grade does not impact a student’s CGPA. A course withdrawal, however, negatively impacts the Rate of Progress by increasing the number of credit hours attempted. A failing grade negatively impacts a student’s CGPA and Rate of Progress.

### REQUIREMENTS FOR GRADUATION

Students must have completed courses and programs per all College policies fulfilled all financial obligations, and must have a cumulative grade point average of at least 2.0 and 80% attendance to graduate. Also, AAS-BMET students must complete 100% of the externship hours.

### COURSE PREREQUISITES

Students must complete course prerequisites to progress within each program unless prior learning credit has been awarded, or the student can evidence a minimum of one year of experience working as a BMET. Courses taken out of sequence must be approved and documented by the Director of Education.

### INTERACTIVE DISTANCE LEARNING (IDL) OVERVIEW

Our courses blend face-to-face online meetings via Zoom® Video Conferencing and online training. This allows instructors and students to engage in interactive learning sessions. To enroll in our IDL courses, students should have a functional knowledge of personal computers, including, but not limited to:

- Understanding of basic computer hardware and software and ability to perform computer operations, such as:
  - Managing files and folders: save, name, copy, move, backup, rename, delete, check properties
  - Using software applications, such as Word, PowerPoint, Excel, email clients
  - Knowledge of copying and pasting, spell-checking, saving files in different formats
  - Recognizing and understanding common file formats such as .doc or .docx, .pdf, and .txt
  - Microsoft Office (software includes Microsoft Word, Excel, Outlook Access, and PowerPoint) and knowledge of how to use the software
  - Adobe Acrobat Reader (This can be downloaded for free online.)
  - Using appropriate plugins
  - Printing pages from a browser or Using the internet
- Ability to engage in online discussion groups and forums, upload assignments, and interact with instructors and others in online video conferencing.
- Having the knowledge and access to the proper equipment is a must. This includes having a reliable internet connection (preferably high-speed) and a computer that meets the technical requirements depicted below. It is recommended to have backup computer and access in case of equipment or service malfunction.

## TECHNICAL REQUIREMENTS

Online students will use a computer to complete assignments, download course material, and complete other tasks. Students will be expected to have access to and use the hardware and software described below:

- 1.6 GHz processor or faster, 512Mb RAM or greater
- Current anti-virus application
- High-speed internet connection, Printer, and monitor
- Integrated or external microphone and speakers
- 720p Webcam
- Valid and accessible Email address (Gmail, Yahoo, Hotmail, iCloud, AOL, etc.)
- Modern HTML5 compatible Web Browser (i.e., Google Chrome, Mozilla Firefox, Safari, Microsoft Edge, Internet Explorer 10 or higher, or Opera)
- Adobe Reader or iOS Preview
- Microsoft Office 2007 or greater (or Google or Apple equivalent)

Due to the rapid rate of change in information technology, hardware and software competencies are subject to regular updates; selected courses may be subject to additional requirements.

## PROGRAMS OF STUDY

### BIOMEDICAL EQUIPMENT TECHNICIAN CERTIFICATE

480 Clock Hours/26.6 Semester Credits

31 Weeks/7.5 Months

#### PROGRAM DESCRIPTION

The Biomedical Equipment Technician Certificate program provides a comprehensive overview of the biomedical equipment and healthcare technology management industry. Students study hardware, software, and troubleshooting for medical devices. Training includes basic electronics, schematics, pneumatics, hydraulics, customer service skills, environmental of care, EOC training, data management systems, and general biomedical equipment troubleshooting. Students garner the skills and working knowledge to perform medical equipment maintenance services characterized by repair or module replacement; repair of general medical equipment malfunctions; adjustment of medical equipment utilizing standard and special-purpose tools and electronic test equipment; conduct preventive maintenance checks and services; and conduct calibration, verification, certification, and electrical safety tests.

#### PROGRAM OBJECTIVES

This program equips students with skills necessary to obtain entry-level jobs at hospitals, Original Equipment Manufacturers (OEM) who specialize in making medical equipment, and Independent Service Organizations (ISO) who source contracts for private biomedical companies.

#### PERFORMANCE OBJECTIVES

The program performance objectives include repair and module replacement; simple printed circuit board repair; repair of general medical or optical equipment malfunctions; adjustment of medical, or optical equipment utilizing common and special purpose tools; testing and measuring diagnostic equipment; performing preventive maintenance checks and services; conducting calibration, verification, certification, and electrical safety tests.

#### CAREER OBJECTIVES

This program also prepares students to work in positions, such as Biomedical Equipment Technician (maintenance and repairs), Specialized Equipment Field Service, and Medical Equipment & Instrumentation Technician. Also, Sales, Technical Support, Consulting, and Management. O\*NET: 49-9062.00 / CIP Number: 15.0401

#### CREDENTIAL AWARDED UPON COMPLETION/GRADUATION

A Certificate of Completion will be awarded after the successful completion of the program. The student to teacher ratio for lecture and lab = 30:1

## PROGRAM OUTLINE

Course Prefix & Title	IDL Lecture		IDL Lab		Externship		Total	
	Clock Hours	Credit Hours	Clock Hours	Credit Hours	Clock Hours	Credit Hours	Clock Hours	Credit Hours
BMET 1302 Medical Terminology and Anatomy	64	4.26	32	1.066	0	0	96	5.32
BMET 1305 Electronics I	64	4.26	32	1.066	0	0	96	5.32
BMET 1303 Networking Fundamentals	64	4.26	32	1.066	0	0	96	5.32
BMET 2304 Biomedical Equipment I	64	4.26	32	1.066	0	0	96	5.32
BMET 2309 BMET Capstone	64	4.26	32	1.066	0	0	96	5.32
PROGRAM TOTALS	320	21.33	160	5.33	0	0	480	26.6

## COURSE DESCRIPTIONS

### BMET 1302 – Medical Terminology and Anatomy

5.32 Semester Credit Hours/96 Clock Hours (64 Lecture Hours/32 IDL Laboratory Hours)

The student will learn and develop the ability of the Biomedical Technician to communicate with the healthcare staff confidently and competently. Students will be prepared to recognize the anatomical and physiological aspects of the human body required to repair, calibrate, and perform preventive maintenance, checks, and service of medical equipment.

*Prerequisite: NONE*

### BMET 1305 – Electronics I

5.32 Semester Credits/96 Clock Hours (64 Lecture Hours/32 IDL Laboratory Hours)

The student will learn basic electrical theory and concepts. Students will learn about atomic theory and magnetism, resistors and resistance, (SP) multi-meters and their use, voltage, current, and power relationships, AC and DC circuits, and circuit analysis using Ohm's and Watt's laws.

*Prerequisite: NONE*

### BMET 1303 – Networking Fundamentals

5.32 Semester Credits/96 Clock Hours (64 Lecture Hours/32 IDL Laboratory Hours)

In this online course, the student will learn to identify how the Internet works, ranging from how bits are modulated on wires and in wireless to application-level protocols like BitTorrent and HTTP. This is an introductory course on computer networking, specifically the Internet. The course also explains the principles of how to design networks and network protocols. Students gain experience reading RFCs (Internet protocol specifications) as statements of what a system should do.

*Prerequisite: NONE*

### BMET 2304 – Biomedical Equipment I

5.32 Semester Credits/96 Clock Hours (64 Lecture Hours/32 IDL Laboratory Hours)

The student will learn the purpose and how to identify a variety of general medical equipment and test equipment. The student will also learn to perform a preventative maintenance inspection and be able to troubleshoot the five most common problems associated with each medical device.

*Prerequisite: NONE*



### BMET 2309 – Biomedical Equipment Technology Capstone

5.32 Semester Credits/96 Clock Hours (64 Lecture Hours/32 IDL Laboratory Hours)

The student will participate in a series of case study exercises designed to provide broad exposure to realistic scenarios associated with entry-level biomedical equipment technician- related problems sets, and scenarios. The capstone course includes a thorough evaluation and analysis of the students' knowledge, skills, and abilities to work as a biomedical technician.

*Prerequisite: BMET 1302, BMET 1305, BMET 1303, BMET 2304*

## ASSOCIATE OF APPLIED SCIENCE IN BIOMEDICAL EQUIPMENT TECHNOLOGY - IDL

1065 Clock Hours / 60 Semester Credit Hours

60 WEEKS/15 MONTHS (full time)

120 WEEKS/30 MONTHS (part-time)

### PROGRAM DESCRIPTION

The Associate of Applied Science Degree in Biomedical Equipment Technology - IDL is an interactive distance learning program designed to prepare the student to seek a variety of entry-level positions in the healthcare technology and management field. Students undergo training in electronics and computer technology, with an emphasis on medical applications, operations, and procedures. The program includes instruction in instrument calibration, design, installation, and testing, as well as safety, maintenance, and equipment repair procedures. The general education component of the program prepares students to think critically in preparation for taking on leadership positions in the field.

### PROGRAM OBJECTIVES

Students will garner the theoretical and practical knowledge necessary to work in the biomedical technology and healthcare technology management fields. The student will develop leadership skills and an understanding of policies that govern diagnosis centers, healthcare facilities, and modern hospitals. Students learn how to repair, calibrate, measure, and diagnose failures in medical equipment and biomedical instruments.

### PERFORMANCE OBJECTIVES

Students will learn how to apply basic engineering principles and technical skills to solve complex biomedical problems including how to properly maintain diagnostic and life support equipment in the health and medical fields; utilizing electronic and computer technology for medical equipment calibration, application, and testing; evaluating equipment policies and procedures; conducting safety and maintenance checks, and consulting and managing healthcare technology divisions within hospitals and healthcare organizations.

### CAREER OBJECTIVES

This program prepares students to work in positions, such as Biomedical Equipment Technician (maintenance and repairs), Specialized Equipment Field Service, and Medical Equipment & Instrumentation Technician. Also, Sales, Technical Support, Consulting, and Management.

O\*NET: 49-9062.00 / CIP Number: 15.0401

### CREDENTIAL AWARDED UPON COMPLETION/GRADUATION

Upon completion of all requirements, the student will be awarded an Associate of Applied Science degree.

Student to Teacher Ratio for lecture and lab = 30:1, Externship = 1:1

### PROGRAM OUTLINE

Course Prefix & Title	IDL Lecture		IDL Lab		Externship		Total	
	Clock Hours	Credit Hours	Clock Hours	Credit Hours	Clock Hours	Credit Hours	Clock Hours	Credit Hours
<b>GENERAL EDUCATION COURSES</b>								
COMM 1301 Business Professional Communication	45	3	0	0	0	0	45	3
HIST 1301 American History	45	3	0	0	0	0	45	3
MATH 1301 Everyday Mathematics	45	3	0	0	0	0	45	3
ENGL 1301 English Composition I	45	3	0	0	0	0	45	3
COMP 1301 Introduction to Computers	45	3	0	0	0	0	45	3
Total Hours	225	15	0	0	0	0	225	15
<b>CORE COMPONENT COURSE</b>								
BMET 1301 Professional Development	45	3	0	0	0	0	45	3
BMET 1302 Medical Terminology & Anatomy	45	3	0	0	0	0	45	3
BMET 1303 Networking Fundamentals I	45	3	0	0	0	0	45	3
BMET 1304 Introduction to Mechanical Systems	45	3	0	0	0	0	45	3
BMET 1305 Electronics I	45	3	0	0	0	0	45	3
BMET 1306 Healthcare Technology Management I	45	3	0	0	0	0	45	3
BMET 2301 Healthcare Technology Management II	30	2	30	1	0	0	60	3
BMET 2302 Healthcare Technology Management III	45	3	0	0	0	0	45	3
BMET 2303 Networking Fundamentals II	30	2	30	1	0	0	60	3
BMET 2304 Biomedical Equipment I	45	3	0	0	0	0	45	3
BMET 2305 Biomedical Equipment II	30	2	30	1	0	0	60	3
BMET 2306 Electronics II	30	2	30	1	0	0	60	3
BMET 2307 Advanced Medical Equipment Systems	30	2	30	1	0	0	60	3
BMET 2308 Biomedical Database Fundamentals	45	3	0	0	0	0	45	3
BMET 2309 Externship/Capstone	0	0	0	0	135	3	135	3
Total Hours	555	37	150	5	135	3	840	45
<b>PROGRAM TOTALS</b>	<b>780</b>	<b>52</b>	<b>150</b>	<b>5</b>	<b>135</b>	<b>3</b>	<b>1065</b>	<b>60</b>

## COURSE DESCRIPTIONS

### COMM 1301 - Business Professional Communication

3 Semester Credit Hours (45 lecture, 0 lab, 0 ext.)

The student will learn the importance of professionalism and proper communication in a healthcare setting; interacting with co-workers, recognize the cultural differences of members in an organization, and employ the appropriate communication strategies recognizing cultural diversity. Topics include how to interpret verbal and nonverbal messages with accuracy and effectiveness, build positive interpersonal relationships in the workplace, identify and overcome common obstacles in group meetings, create and deliver a business presentation, while at the same time anticipating and responding to questions that may arise. Emphasis is also placed on projecting and maintaining a professional image while interacting with clients and developing and studying situational approach methods.

*Prerequisites: None*

### HIST 1301 - American History

3 Semester Credit Hours (45 lecture, 0 lab, 0 ext.)

The students will gain an understanding of the defining political, economic, social, and military events shaping United States history from 1890 to present. The course examines significant historical events through the lens of the military Veteran to gain a better understanding of their influence, in war and peace, and in shaping the history of the United States, and the experience of military Veterans during historical events that shaped the United States history from 1890 to present. The course concludes with a capstone exercise that requires students to conduct independent research and develop a research paper with the prompt, "The role and impact of military Veterans in shaping United States history, 1890 to present."

*Prerequisites: None*

### MATH 1301 - Everyday Mathematics

3 Semester Credit Hours (45 lecture, 0 lab, 0 ext.)

The student will learn mathematical concepts designed to develop basic application skills. The course focuses on graph theory, introduction to statistics, linear regression, probability, voting systems, fair division and apportionment, identification numbers, encryption, patterns, and finance models. Also, the course will implement the computation and conversion of whole numbers, fractions, decimals, and square roots. The lessons that make up this course are filled with practical exercises and information students can put to immediate use as a BMET. *Prerequisites: None*

### ENGL 1301 - English Composition I

3 Semester Credit Hours (45 lecture, 0 lab, 0 ext.)

This course introduces the fundamentals of academic writing and the composition process, to include drafting, revising, and editing coursework and observing the appropriate grammatical, mechanical, and stylistic conventions. Also, the course topics will focus on the visual analysis, oral presentation, and communicating through the composition process, while implementing the mechanics of writing utilizing a wide range of sources. *Prerequisites: None*



### COMP 1301 - Introduction to Computers

3 Semester Credit Hours (45 lecture, 0 lab, 0 ext.)

This course is designed to strengthen the student's understanding and working knowledge of personal computer hardware, software, application, and communication networks. Topics include developing essential operating systems skills, including how to use, setup, configure, troubleshoot, and maintain a current microcomputer operating system. Also, use and configure essential office applications to develop training and maintenance plans to present new technical advancement to educate end-users and advancing familiarity with Information Technology and definitions used in the BMET Field.

*Prerequisites: None*

### BMET 1301 - Professional Development

3 Semester Credit Hours (45 lecture, 0 lab, 0 ext.)

The student will learn how to develop professional skills related to the Healthcare Technology Management field. The course emphasizes the development of skills for career success, professional expectations, communication, time management, problem-solving, and ethical use of resources. Also, the course emphasizes how strengthening resumes and expanding upon the importance of networking and communicating with contacts within the BMET career field can lead to successfully obtaining employment. This course requires the completion of a developed resume, and assistance with the use of social networking if applicable.

*Prerequisites: None*

### BMET 1302 - Medical Terminology & Anatomy

3 Semester Credit Hours (45 lecture, 0 lab, 0 ext.)

Medical Terminology & Anatomy is a 6-week course designed to introduce and strengthen the student's basic knowledge of the bone structures and the main systems of the human body and the language of medicine. Utilizing a systems approach, the course will focus on basic elements, rules of building and analyzing medical words, and medical terms associated with the body as a whole. Also, the course will define, interpret, and pronounce medical terms relating to structure and function, diagnosis, clinical procedures of the healthcare system as they correlate with equipment repair, calibration, and preventive maintenance.

*Prerequisites: None*

### BMET 1303 - Networking Fundamentals I

3 Semester Credit Hours (45 lecture, 0 lab, 0 ext.)

This course is designed to strengthen the students understanding of basic networking concepts and terminology. Students will develop an understanding of local area networks (LAN), wide area networks (WAN), the internet, security, cabling, and applications as it relates to networks. The student will learn the components and topography of local area networks and networking standards; how to configure routers, switches, and wireless devices; features and benefits of wireless devices and virtual LANs. Students will develop a solid foundation in the field of networking, master the competencies, terminologies, and practical applications of networking.

*Prerequisites: COMP 1301*

### BMET 1304 - Introduction to Mechanical Systems

3 Semester Credit Hours (45 lecture, 0 lab, 0 ext.)

The student will learn about electric motor operation, selection, installation, control, and maintenance. Topics include protection against electrical shock, electric motor wiring and block diagrams, motor transformers, motor control devices, the construction and operation of direct current and alternating current motors, electric motor circuits, motor control electronics, adjustable speed drives, and programmable logic circuits.

*Prerequisites: MATH 1301*

### BMET 1305 - Electronics I

3 Semester Credit Hours (45 lecture, 0 lab, 0 ext.)

The student will learn about transistor and amplifier theory, circuitry, and applications. Topics will include the construction, workings, and applications of diodes, bipolar junction transistors, field-effect-transistors, thyristors, and operational amplifiers. This course will also teach the student how these topics will be applied with applications, including The Coulter Principle, impedance, and VCS technology as they relate to equipment repair, calibration, and preventive maintenance.

*Prerequisites: MATH 1301*

### BMET 1306 - Healthcare Technology Management I

3 Semester Credit Hours (45 lecture, 0 lab, 0 ext.)

The student will study healthcare systems, the roles, and responsibilities of clinical technicians in healthcare systems, how they impact the BMET field, and the value they add. The course will explore the foundations of Healthcare Technology Management (HTM) by presenting topics such as managing medical equipment, logistical acquisition, scheduling preventative maintenance, handling corrective maintenance, prioritizing levels of repairs, and the disposal of the equipment after it has reached the end of its lifecycle. Also, the course provides the identification of critical information needed to distinguish the difference between BMET standards, regulations, and guidelines that will assist the student as he enters the HTM industry regarding the lifecycle guidelines and limitations of the medical equipment they manage.

*Prerequisites: BMET 1302*

### BMET 2301 – Healthcare Technology Management II

3 Semester Credit Hours (30 lecture, 30 lab, 0 ext.)

a 6-week course designed to introduce students to the basic concepts and theories of troubleshooting. The course focuses on troubleshooting methodologies that identify a problem and employing manageable, practical steps to correct the problem. These steps include identifying the problem, determining the probable cause, testing cause-hypothesis, creating a feasible solution, implementing and verifying the resolution, and adjusting for re-engagement. Just as important, the BMET then records the solution through quality documentation of actions, outcomes, and lessons learned. These skills will be taught and reinforced using guided discussions, case studies, and lessons learned from experiences in the BMET field from the instructor and fellow students.

*Prerequisites: BMET 1305 & (preferred) BMET 2306*

### BMET 2302 - Healthcare Technology Management III

3 Semester Credit Hours (45 lecture, 0 lab, 0 ext.)

This course is designed to develop a foundational awareness of infection control to educate and equip the student to practice safety precautions and basic preventative protocols for working in the healthcare and medical industry. The course will cover standard and transmission-based precautions to prevent the spread of infection, identify microorganisms that cause disease, discuss the types of transmissions, and the chain of infection.

*Prerequisites: none*

### BMET 2303 - Networking Fundamentals II

3 Semester Credit Hours (30 lecture, 30 lab, 0 ext.)

This course expands the student's knowledge of network media, topographies, protocols, and standards. Students develop an understanding of local area networks (LAN), wide area networks (WAN), the internet, security, cabling, and applications as it relates to networks. The student will learn the components and topography of local area networks and networking standards; how to configure routers, switches, and wireless devices; features and benefits of wireless devices and virtual LANs. Students will develop a solid foundation in the field of networking, master the competencies, terminologies, and practical applications of networking.

*Prerequisites: BMET 1303*

### BMET 2304 - Biomedical Equipment I

3 Semester Credit Hours (45 lecture, 0 lab, 0 ext.)

This course introduces students to the hierarchy of statutes, regulations, standards, including accreditation standards, and hospital policies for healthcare equipment management and safety. The course focuses on performing extensive equipment testing to verify conformity with national standards and manufacturer's specifications; and learn standard practices for electrical safety testing, HTM, and medical ethics. Also, the course introduces the equipment management principles that maximize the life span and minimize life-cycle costs as a BMET employs and troubleshoots facility equipment while emphasizing resource and chemical use management.

*Prerequisites: BMET 2306*

### BMET 2305 - Biomedical Equipment II

3 Semester Credit Hours (30 lecture, 30 lab, 0 ext.)

The student will learn about troubleshooting various types of equipment that are commonly used at most medical facilities. The course will guide the student through the most common problems that can arise with a particular piece of equipment, teach the student how to resolve the issue, and how to conduct preventative maintenance to prevent failure in the future correctly. The course will utilize operator/user manuals and service manuals to the discussed equipment and familiarize them with how to read and navigate the manuals for proper troubleshooting techniques. The final assignment will comprise field research on specific pieces of medical equipment such as: obtaining the service manual, obtaining pricing on a new unit, obtaining the end of life of the equipment, finding third party repair vendors, obtaining repair costs and turnaround time. The final assignment will strengthen the students' understanding of the day-to-day process of a BMET and will allow them to go to work at any facility with minimal training.

*Prerequisites: BMET 2304*

### BMET 2306 - Electronics II

3 Semester Credit Hours (30 lecture, 30 lab, 0 ext.)

The student will learn about digital theory, including fundamental gates, numbering systems, and simplification techniques used for the implementation of digital circuitry. The course covers fundamental gates, numbering systems and simplification techniques used for the implementation of digital circuitry, as well as different IC specifications and interfacing problems found between different families of digital logic. The latter portion of the course focuses on the different digital codes, seven segment displays, and flip-flops with emphasis placed throughout the course on schematic interpretation, nomenclature, and troubleshooting. Sophisticated programmable logic devices are discussed throughout this course.

*Prerequisites: BMET 1305*

### BMET 2307 - Advanced Medical Equipment Systems

3 Semester Credit Hours (30 lecture, 30 lab, 0 ext.)

In this course, the student will be introduced to more advanced systems that could be utilized at a medical facility. Most of the equipment presented in this course requires an advanced level of training or certification from the manufacturer before preventative maintenance or repairs will be made. It is beneficial to the student to have exposure to these systems in the event they would like to continue their education to specialize in the repair of these systems. The equipment that will be presented to the student will be anesthesia machines, ventilators, radiology equipment, ultrasounds, lab equipment, dialysis machines, and more. In this course, principles of operation and basic repairs will be learned, covering functional concepts, operation, calibration, troubleshooting, and preventive maintenance.

*Prerequisites: BMET 2304*

### BMET 2308 – Biomedical Database Fundamentals

3 Semester Credit Hours (45 lecture, 0 lab, 0 ext.)

The student will learn and explore a variety of commonly used databases in the healthcare technology industry and how to utilize them for tracking equipment status, creating and generating scheduled work orders for preventative maintenance, tracking equipment repairs and incident reports, uploading and managing service contracts, and handling corrective maintenance requests. The student will be shown how to manipulate the database in order to run specific reports in order to ensure deadlines and performance goals are met, and expiring contracts are handled promptly.

*Prerequisites: COMP 1301*

### BMET 2309 - Externship

3 Semester Credit Hours (0 lecture, 0 lab, 135 ext.)

This course provides students with an opportunity to put theory and knowledge to work and to develop BMET skills in a real-world environment. Students will work with an approved Externship Supervisor and a CBET Externship Coordinator throughout the externship experience. The student will shadow the Externship Supervisor or designee and perform preventive maintenance, electrical safety analyses, and minor repairs on selected pieces of medical equipment. Additional



requirements are outlined in the Externship Guide.

*Prerequisites: BMET 1302, 2304, 2305, and 2306*

***COVID – During the COVID crisis students that are unable to participate in an onsite externship will be offered the following Capstone option:***

BMET 2309 – Biomedical Equipment Technology Capstone

Semester Credits (45 lecture, 0 lab, 0 ext.)

The student will participate in a series of case study exercises designed to provide broad exposure to realistic scenarios associated with entry-level biomedical equipment technician- related problems sets, and scenarios. The capstone course includes a thorough evaluation and analysis of the students' knowledge, skills, and abilities to work as a biomedical technician.

*Prerequisite: BMET 1302, BMET 1305, BMET 1303, BMET 2304*

## Networking and IT Seminars

### CompTIA A+

40 Lecture Clock Hours

#### SEMINAR OBJECTIVES

This program is designed to help students prepare for the CompTIA A+ Certification Exam. This seminar covers the following topics: Acronyms, Hardware. Networking, Mobile Devices, Hardware & Network Troubleshooting, Windows Operating System, OSX Operating System, Linux Operating System, Security, Software Troubleshooting, and Operational Procedure.

#### SEMINAR DESCRIPTION

This seminar covers the following topics:

- 4 Hours: Hardware
- 5 Hours: Networking
- 3 Hours: Mobile Devices
- 5 Hours: Hardware & Network Troubleshooting
- 4 Hours: Windows Operating System
- 3 Hours: OSX Operating System
- 3 Hours: Linux Operating System
- 3 Hours: Security
- 3 Hours: Software Troubleshooting
- 5 Hours: Operational Procedures
- 2 Hours: Acronyms

#### CREDENTIAL AWARDED UPON COMPLETION/GRADUATION

A Certificate of Completion will be awarded upon successful completion of the seminar.





## CompTIA NETWORK+

40 Lecture Clock Hours

### SEMINAR OBJECTIVES

This program is designed to help students prepare for the CompTIA Network+ Certification Exam. This seminar covers the following topics: Acronyms, Network Architecture, Network Operations, Network Security and Industry Standards, Practices, and Network Theory.

### SEMINAR DESCRIPTION

This seminar covers the following topics:

- 8 Hours: Network Architecture
- 8 Hours: Network Operations
- 8 Hours: Network Security
- 12 Hours: Industry Standards, Practices, and Network Theory
- 4 Hours: Acronyms

### CREDENTIAL AWARDED UPON COMPLETION/GRADUATION

A Certificate of Completion will be awarded after successful completion of the program.

### CANCELLATION POLICY FOR PROGRAMS OF 40 HOURS OR LESS

The College reserves the right to cancel any program or course for which there is insufficient enrollment. All tuition and fees related to the program/course will be returned to the student if there is a cancellation.

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed.

### REFUND POLICY FOR PROGRAMS OF 40 HOURS OR LESS

1. Refund computations will be based on the period of enrollment computed on the basis of course time (clock hours).
2. The effective date of termination for refund purposes will be the earliest of:
  - a. the last date of attendance; or
  - b. the date of receipt of written notice from the student.
3. If the student fails to enter the seminar, withdraws, or is discontinued at any time before completion of the seminar, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the seminar after the effective date of termination bears to the total number of class hours in the seminar.
4. A full refund of all tuition and fees is due in each of the following cases:
  - a. an enrollee is not accepted by the College;
  - b. if the seminar of instruction is discontinued by the College and thus prevents the student from completing the seminar; or

- c. if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the College, or misrepresentations by the owner or representatives of the College.

#### REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

A student of the College who withdraws from the College as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

1. if tuition and fees are collected in advance of the withdrawal, a pro-rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
2. a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition or fees for the program; or
3. the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
  - a. satisfactorily completed at least 90 percent of the required coursework for the program; and
  - b. demonstrated sufficient mastery of the program material to receive credit for completing the program.

Refunds will be consummated within 45 days after the effective date of determination.



## INTERNATIONAL STUDENT POLICIES

### **American-Earned Credits**

International students with college-level learning assessed from another country must complete at least 30 additional U.S. college credits and meet all the area of study or concentration degree requirements to obtain a College of Biomedical Equipment Technology (CBET) associate degree. CBET does not accept international trade school or other forms of certification as transfer credit to certificate or degree producing programs. All other conditions that apply to local students will apply to international students as well.

### **Eligibility**

Foreign citizens are defined as those who live and have citizenship in countries where English is not the native language. Foreign applicants interested in becoming undergraduate students will be eligible for enrollment if they can provide scores from either the TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System); and achieve a score of 14 or greater on the Wonderlic Exam.

At minimum, TOEFL scores should be 500 on the paper examination, 173 on the computer-based or 79 on the Internet-based test. At minimum, the IELTS score should be 6.5. Students are responsible for taking either the TOEFL or IELTS and having the official scores sent to CBET at 11550 IH-10 West, Suite 190, San Antonio, Texas 78230

The College of Biomedical Equipment Technology does not issue visas and has no residential campus facilities.

Non-United States citizens who are residing outside the United States should be aware of the limitations and restrictions on services available to students.

### **Apostille Certifications**

An Apostille is a form of authentication appropriate to countries, which have signed the 1961 Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents.

The College of Biomedical Equipment Technology will honor requests for Apostille certifications. Upon your written request, the College will provide the required documents for you to send to the State of Texas Department of the Treasury, Division of Revenue and Enterprise Services to complete the Apostille Certification process. To begin the process, please send signed written requests for an Apostille to:

College of Biomedical Equipment Technology  
Attn: Apostille Request  
11550 IH 10 West, Suite 190  
San Antonio, TX 78230

Requests must include the following:

The student's contact information (including name, mailing address, telephone number and email address).

- The document being requested – official transcript \$15.00 fee, duplicate diploma \$35.00 fee, letter certifying graduation – no fee
- An international money order or personal check (drawn from a United States bank) payable to "College of Biomedical Equipment Technology" for the amount of the requested document
- A self-addressed return envelope so that the documents may be returned directly to the student once they have been processed by College of Biomedical Equipment Technology. Express shipping fees are \$100.
- The student will then need to submit all required documents and fees to the State of Texas Department of the Secretary of State, Business and Enterprise Services. Please visit the State of Texas website for more information about what is required by the State of Texas to process the apostille request.

### **International Credit Policy for Testing**

International students residing outside the United States will be permitted to attempt to earn credit through testing. United States and international citizens living abroad (both enrolled and non-enrolled) may request approval to register for TECEP® examinations. Such approval will ordinarily be based on the student's ability to arrange an administration that makes use of examination sites approved by College of Biomedical Equipment Technology. All tests must be proctored by a full-time faculty member or an academic dean at an approved American university abroad, or with an approved DSST/DANTES, CLEP or TOEFL test administrator at an official DSST/DANTES, CLEP or TOEFL test site. Students requesting approval must also submit a minimum score of 500 on the paper examination, 173 on the computer-based or 79 on the Internet-based Test of English as a Foreign Language (TOEFL) prior to registering for the examination if English is not the official language of their country of citizenship. Students may also submit a minimum score of 6.5 on the IELTS (International English Language System) examination. Students must also garner a score of 14 or greater on the Wonderlic Exam. Students are responsible for all mailing costs and proctoring fees. College of Biomedical Equipment Technology reserves the right to approve the proctoring arrangement.

### **International Credit Policy for Online Courses**

American citizens and international students residing outside of the continental United States are restricted to enrolling in online courses. Prior to registering, students must first secure special approval. Such approval is usually based on the student's ability and willingness to absorb additional costs associated with meeting the AAS externship requirements.

All externships must be administered by an approved healthcare organization. Prior to registering for an online program, students living outside the United States must contact the school director to have an externship site approved.

Students are responsible for all mailing or other transport costs and proctoring fees.

### **International Credit Evaluations**

College of Biomedical Equipment Technology will not evaluate transcripts from other countries. We will accept the credit recommendations from one of the following agencies when the recommendations are based on a course by course evaluation and sent on an official transcript to the College.

- Academic Credentials Evaluation Institute, Inc. (ACEI)
- Center for Applied Research, Evaluations & Education, Inc.
- Educational Credential Evaluators, Inc. (ECE)
- World Educational Services, Inc. (WES)
- SDR Educational Consultants
- SpanTran Evaluation Services
- Transcript Research

All costs associated with the international credit evaluation are the responsibility of the student. The College reserves the right to make its own determination on the amount and type of credit to be awarded based on the evaluations provide by these agencies. There will be no mixing or matching of evaluations.

### **Application for International Students**

To apply to College of Biomedical Equipment Technology, submit the following documents:

- a completed College of Biomedical Equipment Technology Application Form
- \$100 application fee (payment must be in U.S. dollars)
- a TOEFL or IELTS score report sent directly to the College from the Educational Testing Service

Upon receipt of approval to apply students may then complete the enrollment process outlined in the Admissions and Enrollment section of the catalog.

## INDEMNIFICATION

The student releases and holds harmless CBET, its employees, agents, and representatives from and against all liabilities, damages, and other expenses which may be imposed upon, incurred by, or asserted against it or them by reason of bodily injury or property damage which may be suffered by the student from any cause while enrolled in College. Other grievance procedures: this provision is in addition to any grievance procedure specifically provided for by statute or rule to the extent that the claims are within the scope of such statute or rule.

## DISCLOSURES

This student catalog is designed to provide you with information regarding your education at CBET, student services, course descriptions, grading, policies, and procedures for the College. Our goal is to provide you with the most accurate and current information; however, we do make changes in our policies and procedures to improve the service provided to you. If a change is made, we will inform you promptly.

The information contained in this catalog is true and correct to the best of my knowledge.



Richard L. "Monty" Gonzales, M.A.  
Director, College of Biomedical Equipment Technology  
11550 IH 10 West, Suite 190  
San Antonio, Texas 78230

## **CBET COVID-19 Flexibilities**

Announced 03/27/2020

### **Associate of Applied Science Biomedical Equipment Technology – IDL program**

Due to the COVID-19 pandemic and recommendations from state and federal officials, CBET has transitioned the externship course to an Interactive Distance Learning capstone course. Students unable to garner onsite placement in new externships, and individuals removed from existing externships, may continue their studies online via the capstone course, or withdraw.

Instructors will schedule meetings with each externship candidate impacted by COVID-19. Students preferring to delay their education due to COVID-19 may transition from full time to part-time enrollment in the program.

It is important to note that this delivery method does not represent a permanent change.

CBET will resume externship courses once it has been deemed safe by externship providers. Students desiring an externship after completing the program, and associated capstone, may continue receiving externship services with the College at no charge for six months following the program completion date.

### **All Programs:**

If you're unable to pay for your program during COVID-19, please contact your advisor about payment options as you may qualify for deferral periods, scholarships, or installment plans.

We appreciate your patience and understanding as we move forward with the best interest of everyone's health and safety.

If you have additional questions, contact the School Director Richard L. "Monty" Gonzales via email [rgonzales@cbet.edu](mailto:rgonzales@cbet.edu), or phone 210.233.1102 or 866.866.9027.